

**U.S. DEPARTMENT OF TRANSPORTATION  
SMALL BUSINESS INNOVATION RESEARCH PROGRAM  
SOLICITATION NO. DTRT57-11-R-SBIR2  
FY11.2  
PROPOSAL CHECKLIST**

This is a CHECKLIST OF REQUIREMENTS for your proposal. Please review the checklist carefully to assure that your proposal meets the DOT SBIR requirements. Failure to meet these requirements may result in your proposal being returned without consideration. (See Sections III of this Solicitation). **Do not include this checklist with your proposal.**

- \_\_\_\_\_ 1. The proposal reflects the fact that for Phase I a minimum of two-thirds (and for Phase II a minimum of one-half) of the research and/or analytical effort will be performed by the proposing firm as required (see Sections V.H.1 and V.H.2) and the primary employment of the principal investigator (for both Phase I and Phase II) must be with the small business firm at the time of award and during the conduct of the proposed research as required (see Section I.C).
- \_\_\_\_\_ 2. The proposal is 30 PAGES OR LESS in length. This limitation does not apply to the additional information required by Section III.G
- \_\_\_\_\_ 3. The proposal is limited to only ONE of the research topics in Section VI
- \_\_\_\_\_ 4. The proposal budget may be up to \$150,000 unless otherwise indicated and duration does not exceed six months.
- \_\_\_\_\_ 5. The technical abstract contains no proprietary information, does not exceed 200 words, and is limited to the space provided on the Project Summary sheet (Appendix B).
- \_\_\_\_\_ 6. The proposal contains no type smaller than ten point font size.
- \_\_\_\_\_ 7. The COVER SHEET (Appendix A) has been completed and is PAGE one and two of the proposal.
- \_\_\_\_\_ 8. The PROJECT SUMMARY (Appendix B) has been completed and is PAGE three of the proposal.
- \_\_\_\_\_ 9. The TECHNICAL CONTENT of the proposal begins on PAGE four and includes the items identified in SECTION III.D of the Solicitation.
- \_\_\_\_\_ 10. The Contract Pricing Proposal (Appendix C) has been signed included as the last section of the proposal.
- \_\_\_\_\_ 11. The additional information on prior Phase II awards, if required, in accordance with Section III.G.
- \_\_\_\_\_ 12. The proposal must be a PDF file and submitted online by 11:59 p.m., June 13, 2011.  
**Proposals may only be submitted online, a link to the web form can be found here:**  
<http://www.volpe.dot.gov/sbir/current.html>. **Proposals received via email will not be accepted.**  
**Do not send duplicate proposals via email.** Instructions for online submission are included on the submission page.